



EIM Help for EAP – EIM Data Entry Review Checklist

Version 3.4
July 2015

This document pertains only to Ecology Environmental Assessment Program (EAP) employees.

EIM Data Entry Review ensures that data were entered correctly into EIM. EAP requires that you complete this checklist after finishing a review as described in [EAP's EIM Data Entry Review Procedure](#). The person who entered the data into EIM is responsible for completing this checklist by obtaining the required signatures, filling out the checklist on the back of this page, and routing as listed.

The review procedure and checklist are available in [Activity Tracker](#) under Monthly Reporting/Reports, and also on the [EIM Focused Help Documents](#) webpage. If you print this form in Activity Tracker, it will auto-fill the EIM details below (EIM Study Name, Study ID, due dates, etc). The EIM portion of the study will not be labeled as being completed in Activity Tracker until this checklist is completed and routed.

Review Details and Signatures

The EIM **Study and Location** information should be reviewed by the Project Manager. **Results** should be reviewed by someone other than the person who entered the data. They are usually assigned by the appropriate Unit Supervisor via EAP's Activity Tracker. If no one has been assigned to this role, contact the Unit Supervisor associated with the project.

Activity Tracker Name:

Activity Tracker Code:

EIM Study ID:

Project Manager:

EIM Data Entry Person:

EIM Data Entry Reviewer (Results):

Reviewer signatures (required):

Role	Name (print)	Signature	Date
EIM Data Entry			
Study Level Review (preferably Proj. Mngr.)			
Locations Review (preferably Proj. Mngr.)			
Results Review			

Complete this if more than one person reviewed the Results:

Parameter(s) Reviewed	Name (print)	Signature	Date

Review Checklist

The person who entered the data into EIM is responsible for completing the checklist below. Contact EAP's EIM Data Coordinator, [Carolyn Lee](#), if you have any EIM data entry or review questions.

- ☐ **Confirm the Study QA Planning Level is correct.** It should be *Level 4* if the QAPP was approved prior to sampling, or *Level 3* if the QAPP was approved after sampling started. If you do not know, ask the Project Manager.
- ☐ **Confirm the Study QA Assessment Level is correct or update as described below:**
 - A. If a report has been published and was peer reviewed, assign *Level 5*, the highest Study QA Assessment Level. If the report was not peer reviewed, assign *Level 4*.
 - B. If a report has not yet been published or is not going to be published for this study, the Study QA Assessment Level should be *Level 3 - Data Verified and Assessed for Usability*. This will be updated to *Level 4* or *5* by EAP's EIM Data Coordinator when/if a report is published.
- ☐ **Confirm the Study ID matches that in the QAPP and the report.** If they don't match, contact EAP's EIM Data Coordinator, [Carolyn Lee](#) to resolve.
- ☐ **Confirm the correct QAPP and reports are linked to the study in EIM.** Links are found under "Publications" on the Study Data Summary page by searching on your study in [EIM Search](#). Note that you will not see the "Publications" field if no publications are linked to the study. If publication links are missing or incorrect, contact EAP's EIM Data Coordinator, [Carolyn Lee](#) to resolve.
- ☐ **Change the EIM Data Entry Review Status to *Reviewed*** once the data review is complete, all signatures are on page 1, and the EIM Study-level updates and confirmations are complete as described above.

Note: If long-term monitoring data was entered into EIM following [EAP's Long-Term Monitoring Studies](#) business rule, follow those instructions instead to update the EIM Data Entry Review Status.
- ☐ **Sign your initials in the Routing section** at the bottom of this page and give this form to the Project Manager for further routing.

Review Comments

Routing

- _____ **EIM Data Entry Person** (ensuring data entry, review, & checklist are completed)
- _____ **Project Manager** (for Study/Locations review/signature on page 1)
- _____ **Melissa McCall** (Activity Tracker updating and EIM Study level verifications)
- _____ **Project Manager** (for filing in project file)